Application Recommendation Screen Beta 10/17/2011

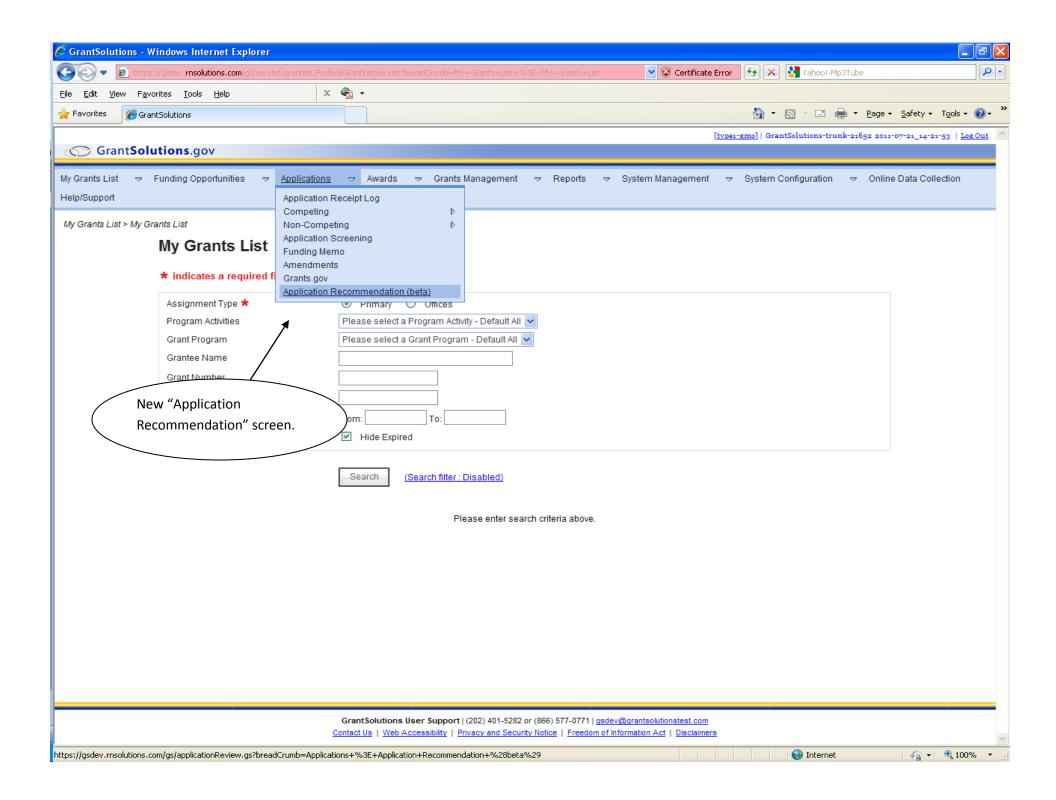
Contents	
Application Recommendation	
1.	Default Application Recommendation screen
2.	Default search result6
3.	Search filter
4.	Hide Columns:
5.	Details Section :
6.	Alert Message
7.	Pagination
8.	Sorting
9.	Search Inside Grid
10.	Object Review Planning24
11.	Score:
12.	Recommended Decision31
13.	Close Application32
14.	Federal recommended and Non-Federal recommended amount
15.	Application Notes
16.	Row Selection and Save

Application Recommendation

A new screen "Application Recommendation" is provided for users to perform multiple tasks from a single screen. "Application Recommendation" will provide all the services and functionalities provided by the following screens which were used for recommending an application for award.

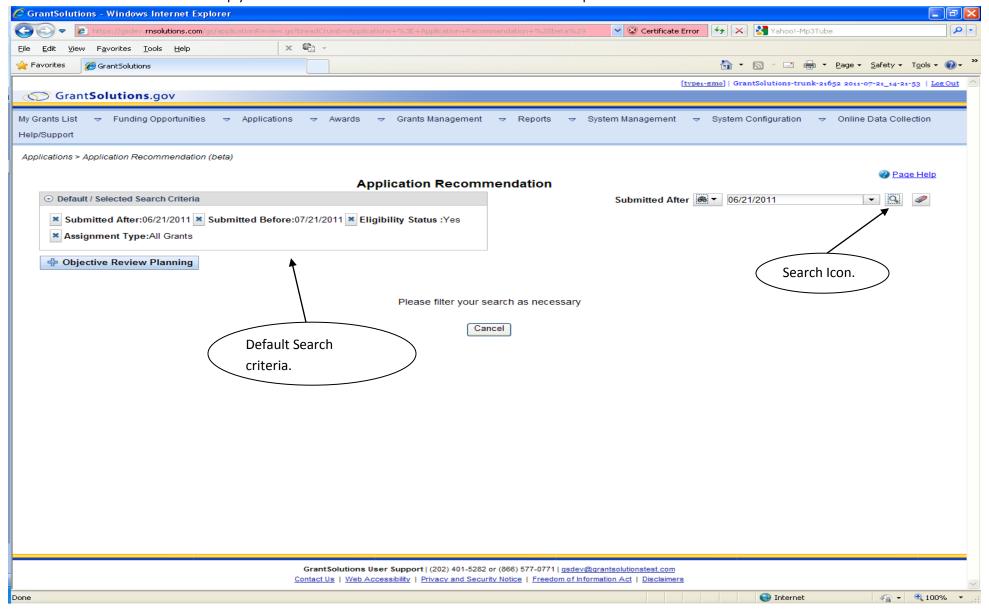
- 1. Objective Review Planning
- 2. ORC Scoring Entry.
- 3. Ranking List.
- 4. Disposition List.
- 5. Funding List.
- 6. Unfunded List.
- 7. Technical Review.

This new screen consolidates both Competing and Non-Competing applications in one screen. It's one stop for all functionalities relating to application recommendation instead of navigating to 7 different screens for performing the same actions.



1. Default Application Recommendation screen

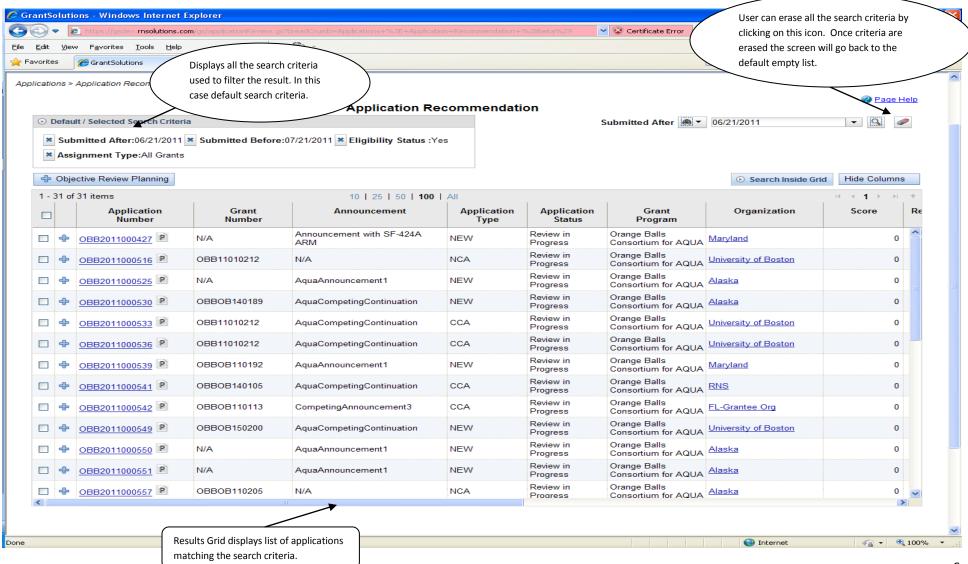
When user access "Application Recommendation" the default screen will not have any application listed, but four search criteria's are pre-selected for the user's convenience. The user can either simply hit the search icon or enter different search criteria and perform the search.



2. Default search result

When user performs search without entering any search criteria the system would populate applications based on the following default criteria.

Applications submitted in the past one month which are eligible and are assigned to the office of the user.



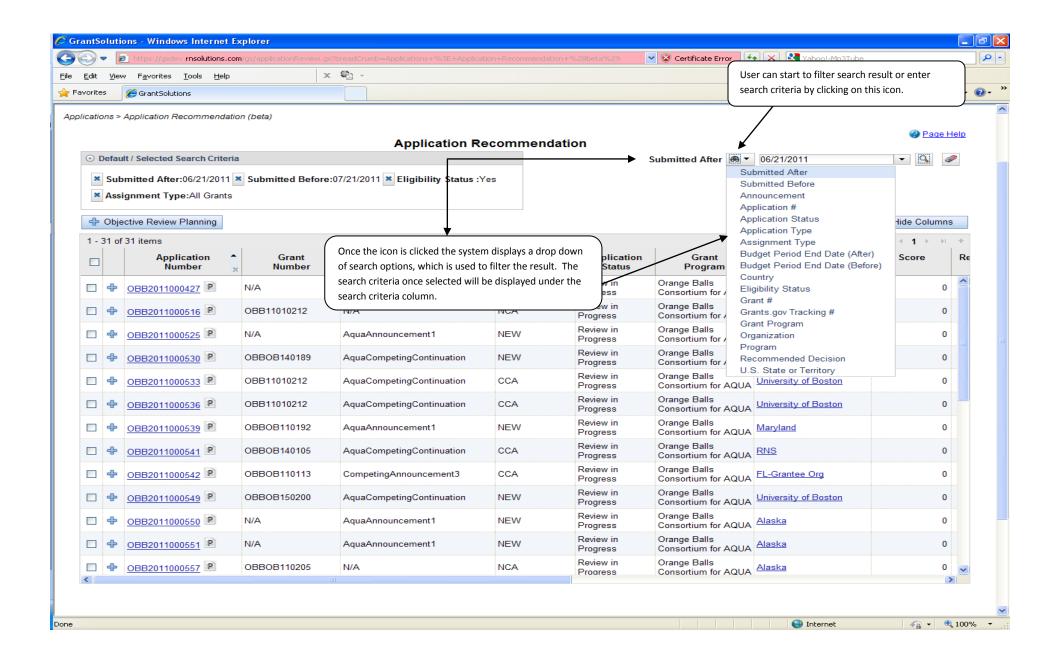
3. Search filter

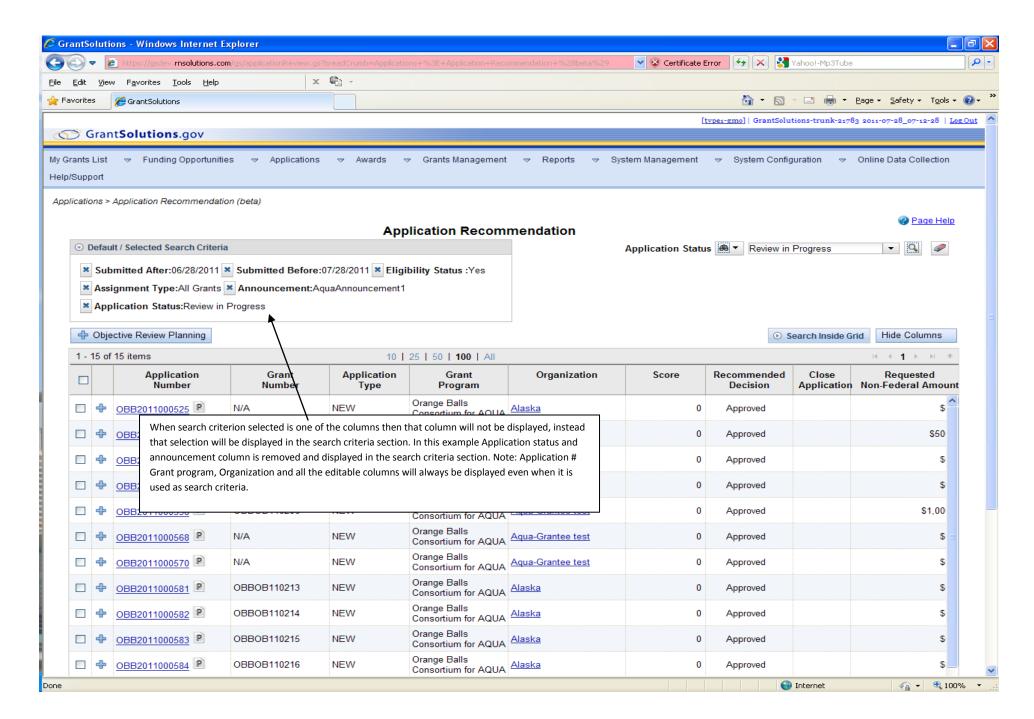
Users can filter applications using the following search criteria:

- 1. Submitted After date =User can enter the date or select the date from calendar widget.
- 2. Submitted Before date = User can enter the date or select the date from calendar widget.
- 3. Announcement Name = User can enter or select announcement from a drop down list of all announcements available.
- 4. Application Number = User can enter complete or partial application number as the system supports partial search.
- 5. Application Status = User can choose from drop down or enter one of the five status.
- 6. Application Type = User can choose from drop down or enter one of the five types.
- 7. Assignment Type = User can choose from drop down or enter one of the two types.
- 8. Budget Period End Date (After) = User can enter the date or select the date from calendar widget.
- 9. Budget Period End Date (Before) = User can enter the date or select the date from calendar widget.
- 10. Country = User can enter or select from drop down list which provides a complete list of country based on the ISO standard.
- 11. Eligibility Status = User can enter or select from drop down one of two status.
- 12. Grant Number = User can enter complete or partial grant number as the system supports partial search.
- 13. Grants.gov Tracking Number = User can enter complete or partial tracking number as the system supports partial search.
- 14. Grant Program = User can enter or select grant program from a drop down list of all grant programs available.
- 15. Organization Name = User can enter or select organization name from a drop down list of all organizations available.
- 16. Program = User can enter or select program from a drop down list of all programs available.
- 17. Recommended Decision = User can enter or select from drop down one of five recommended decisions.
- 18. US State or Territory = User can enter or choose from drop down list which provides a complete list of all US State and territories.

Country and U.S. State or Territory:

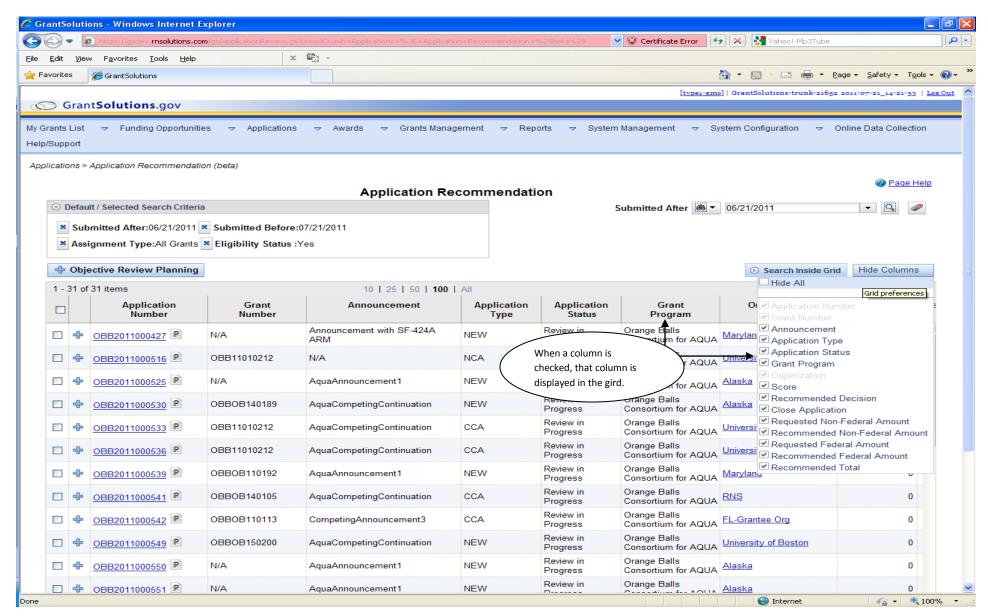
- When user selects any country other than United States in search criteria, the "U.S. State or Territory" search criteria will be disabled.
- When user selects any state or territory in search criteria, the "Country" search criteria will automatically be set as United States.

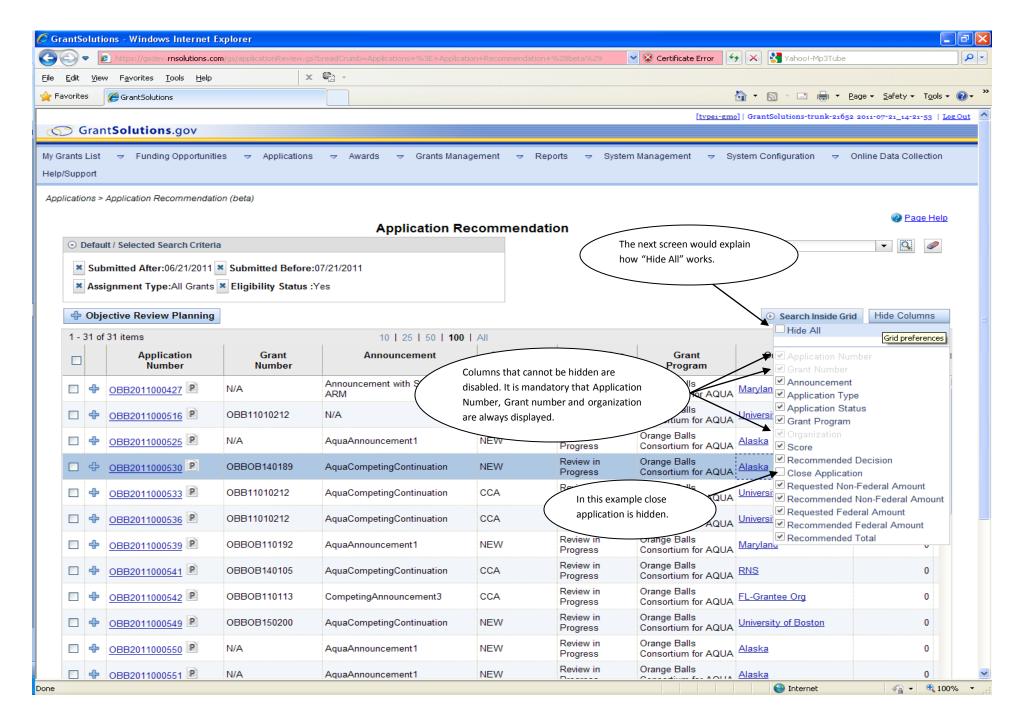


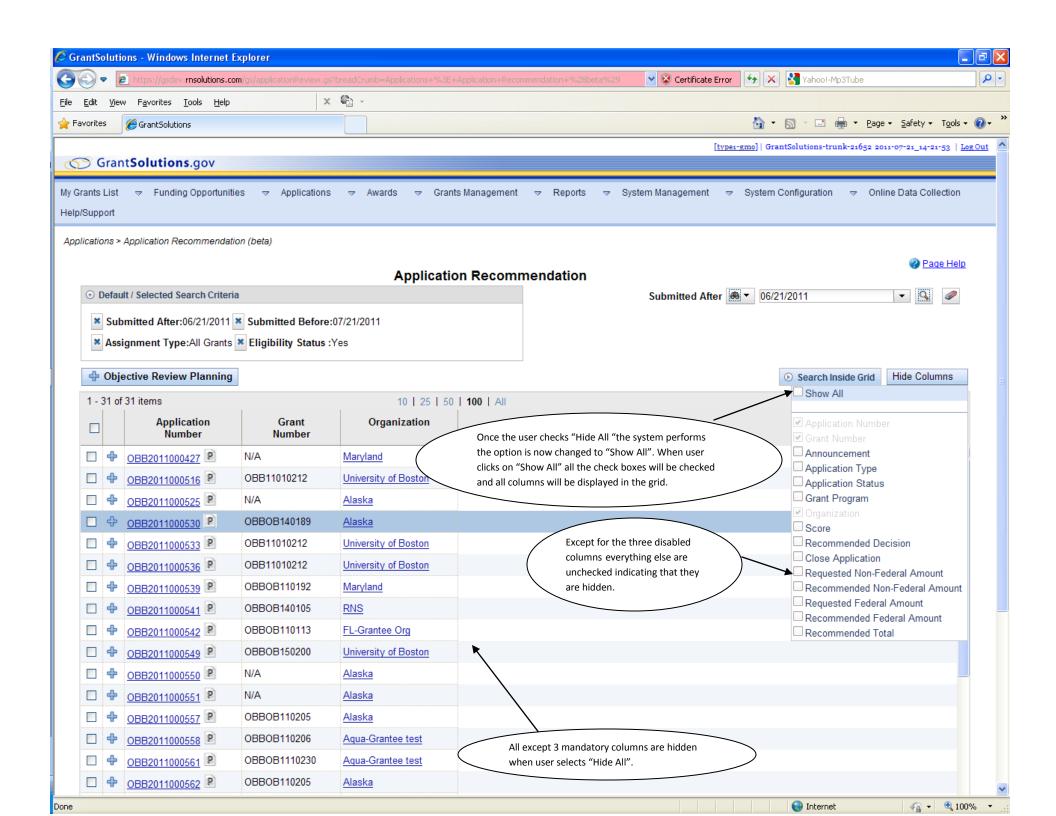


4. Hide Columns:

New feature is provided for users to reduce the number columns displayed in the search grid. Application Recommendation search results grid has 15 columns; user can hide one or more columns they don't want to see. All columns except Application Number, Grant Number and Organization can be hidden.







5. Details Section:

Review Close date:

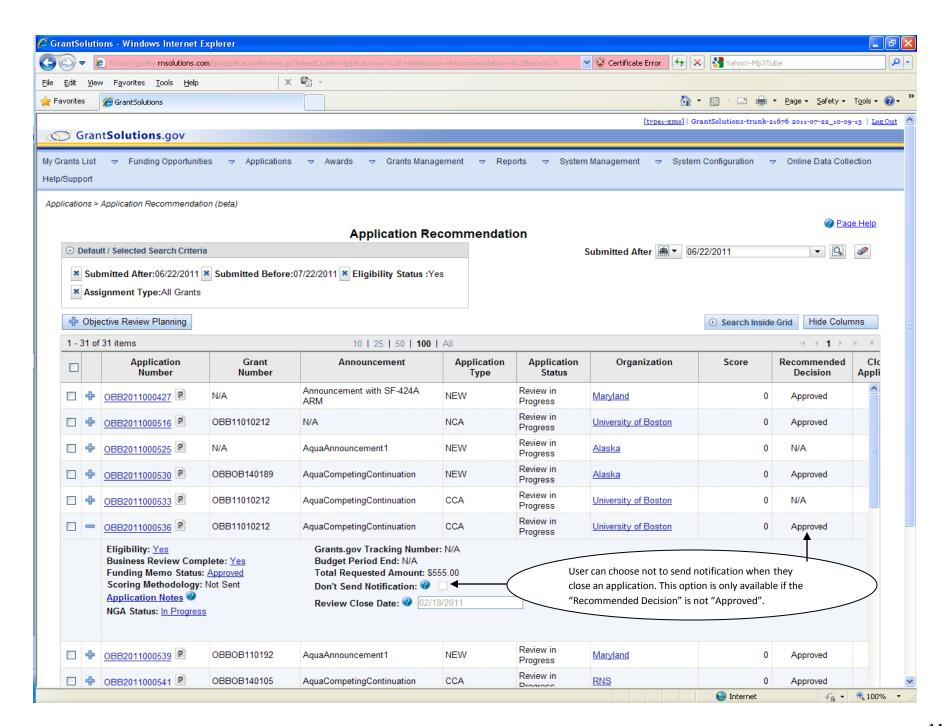
- If application belongs to an announcement using the review module, and Sent to Review flag = Yes, system displays review close date from the review module
- If application belongs to an announcement using the review module, and Sent to Review flag = No, system displays a data entry box to enter the date (calendar widget).
- If application is later sent to the review module, then any manual entries are overwritten by display of Review Module information, and field is locked.
- If application belongs to an announcement not using the review module, system displays a data entry box to enter the date (calendar widget)

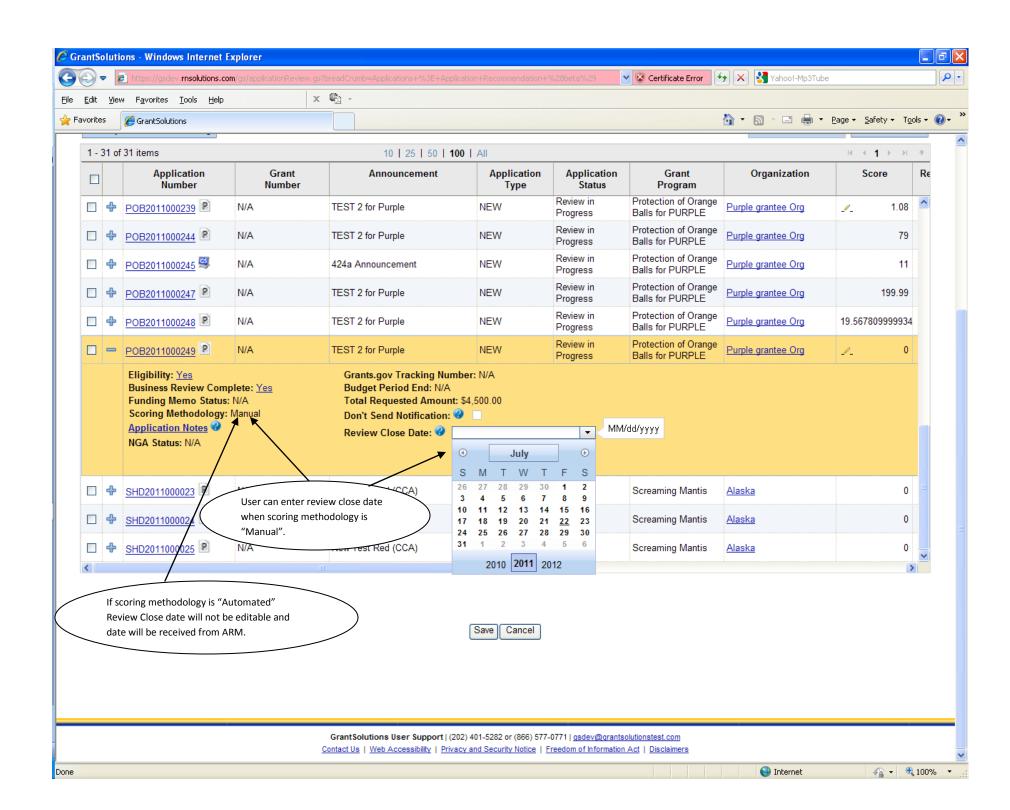
Don't send notification:

- If this option is selected, system will not send notification when an application is closed.
- This option only gets enabled when the "Recommended Decision" is not "Approved".

Details section also provides user with status and links to the following:

- Intake Review
- Business Review
- NGA Status
- Funding Memo Status.
- Application Notes



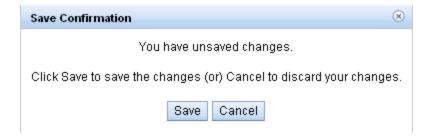


6. Alert Message

When user enters / changes any data and performs one of the following without saving:

- a) When user performs a search.
- b) When user clears search by using remove filter.
- c) When user clicks on "Cancel" at the bottom of the page.

System would provide the following alert message:

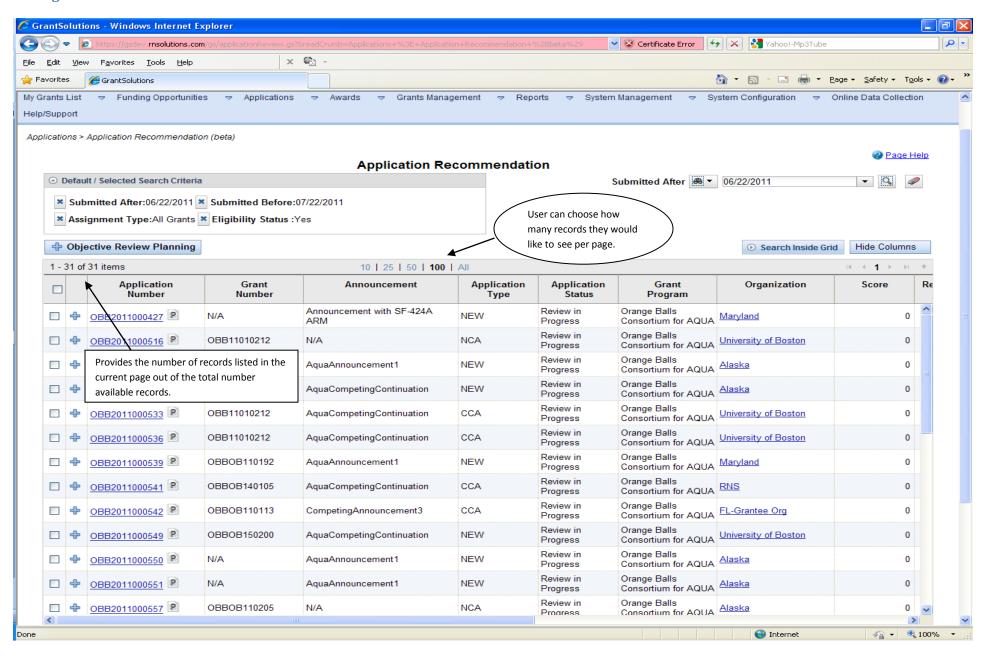


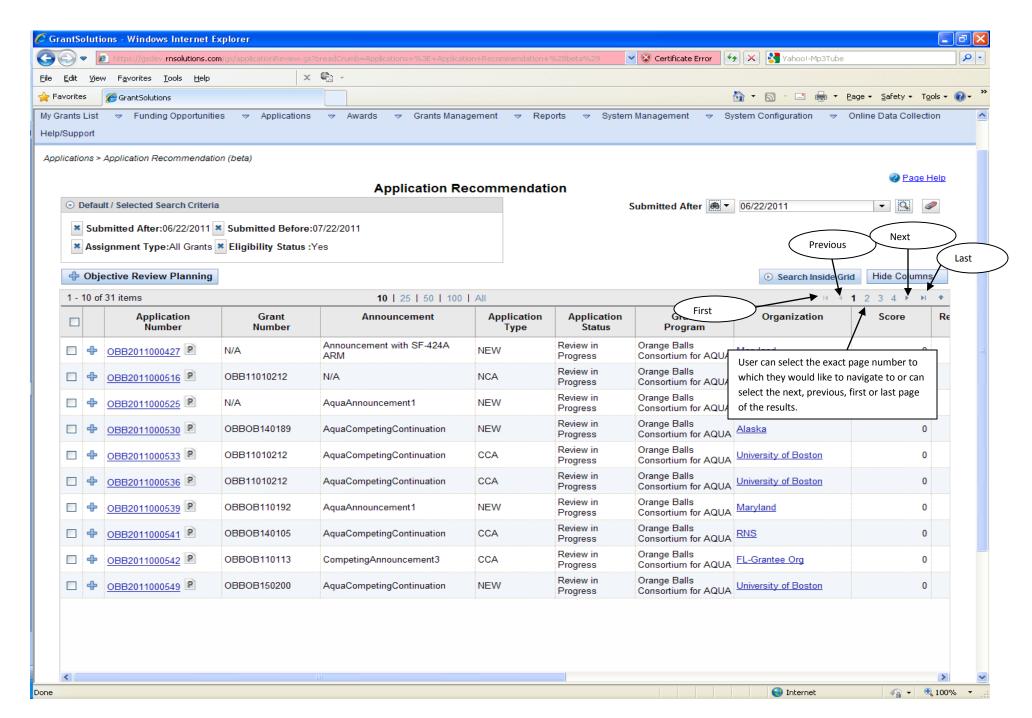
- When user hits save the system will save all the changes and perform the action.
- When user hits cancel the system will discard all the changes (all the changes made will be lost) and perform the action.

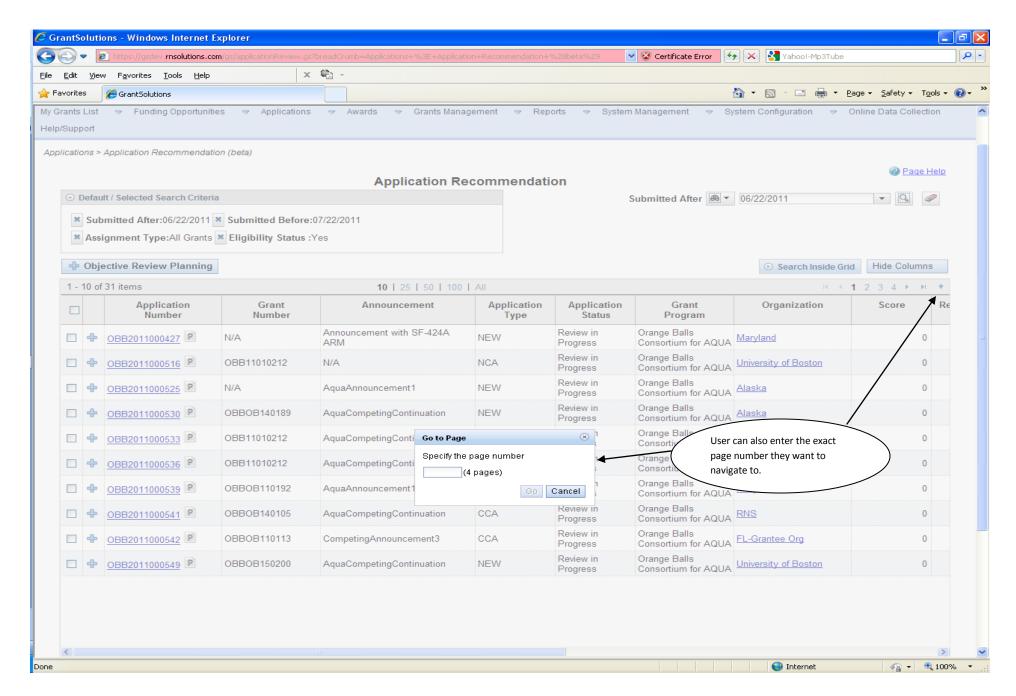
When user clicks save without making any change in the grid, system will provide the following message.



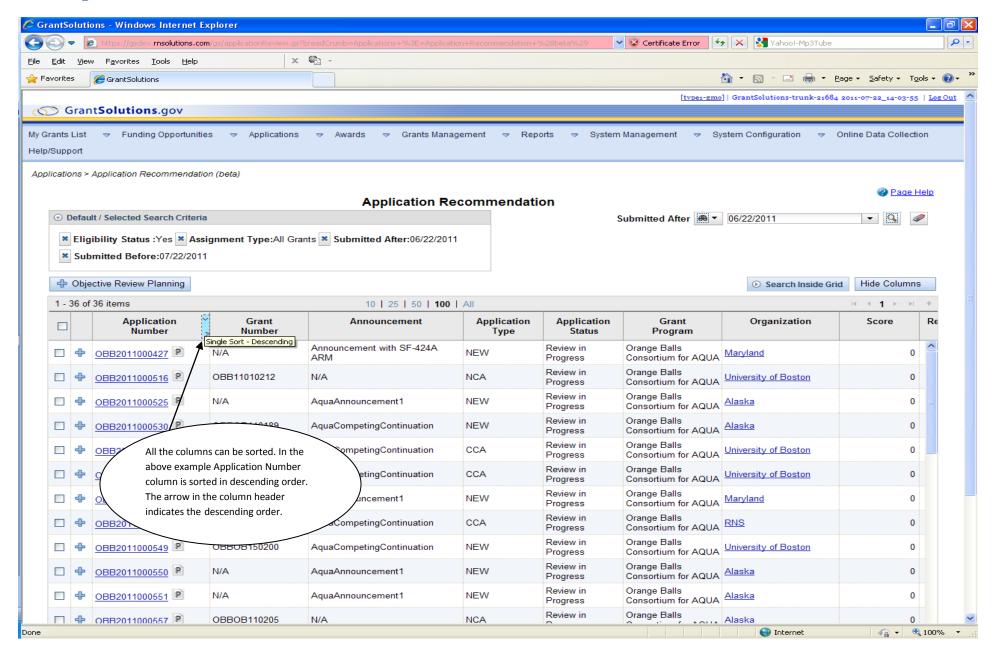
7. Pagination

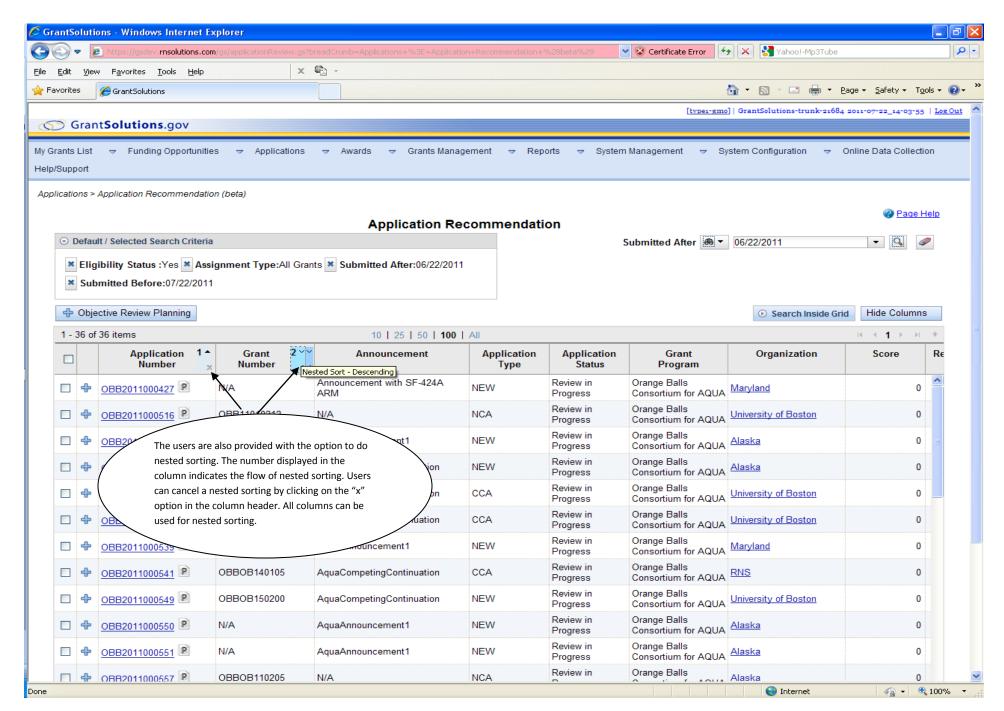




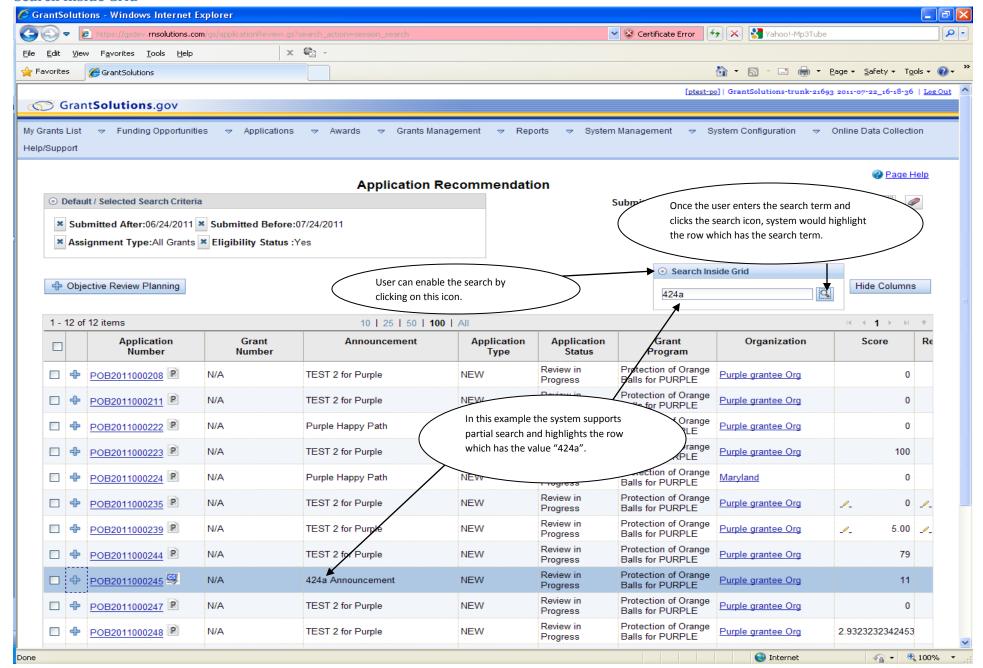


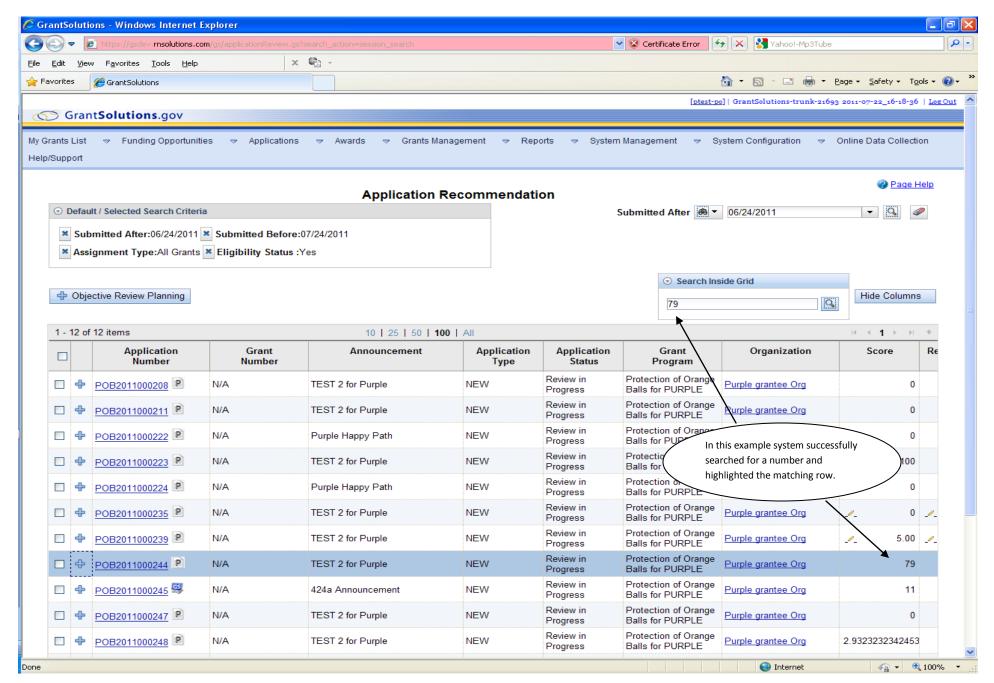
8. Sorting





9. Search Inside Grid





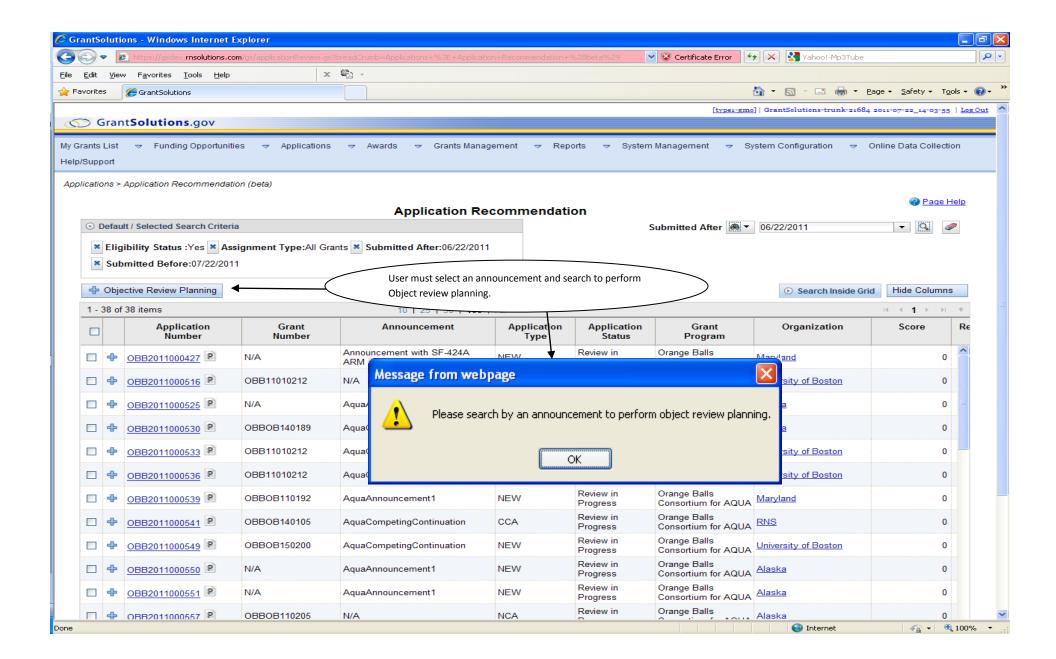
10. Object Review Planning

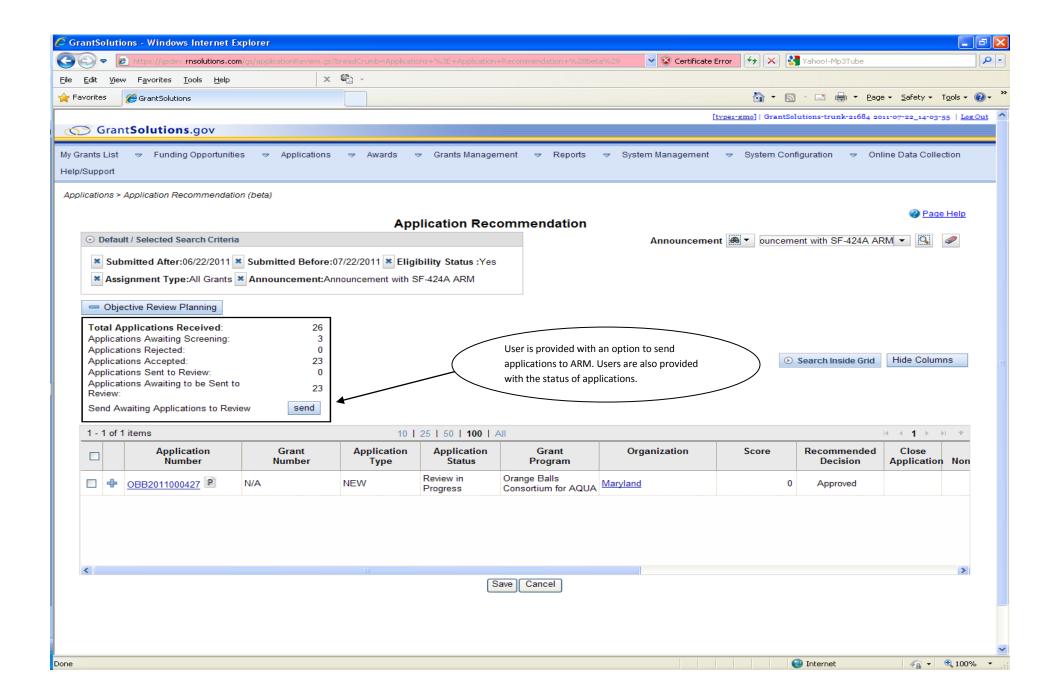
Users are provided with an opportunity to send applications to Application review Module (ARM) from the Application recommendation screen.

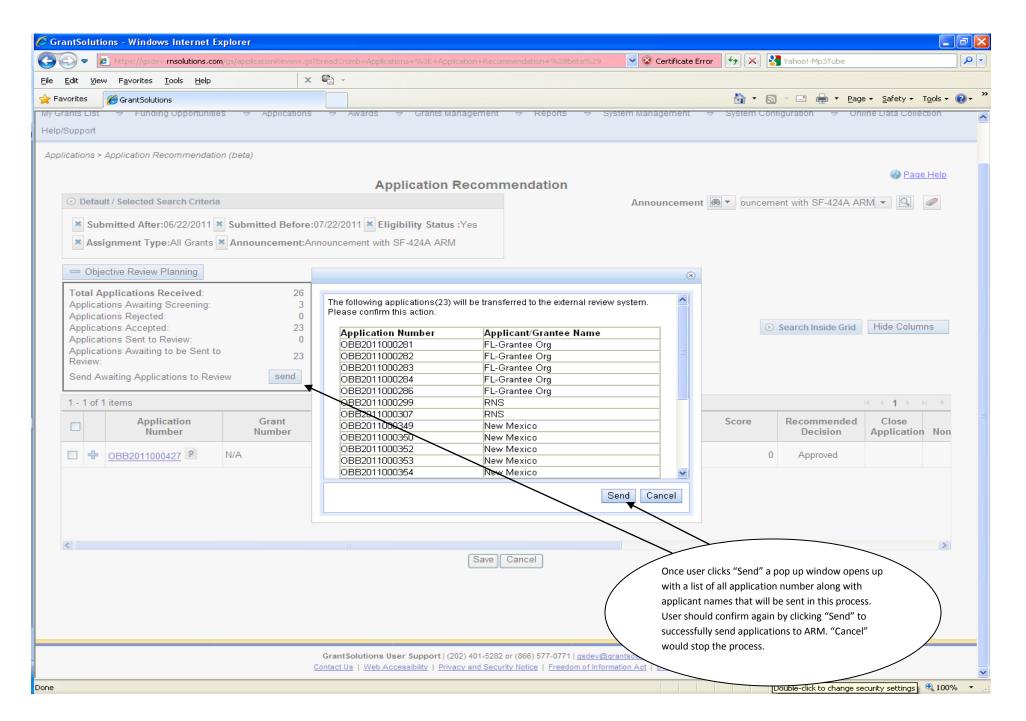
Object Review Planning tab will display the following announcement workload statistics for announcements that should be sent to ARM:

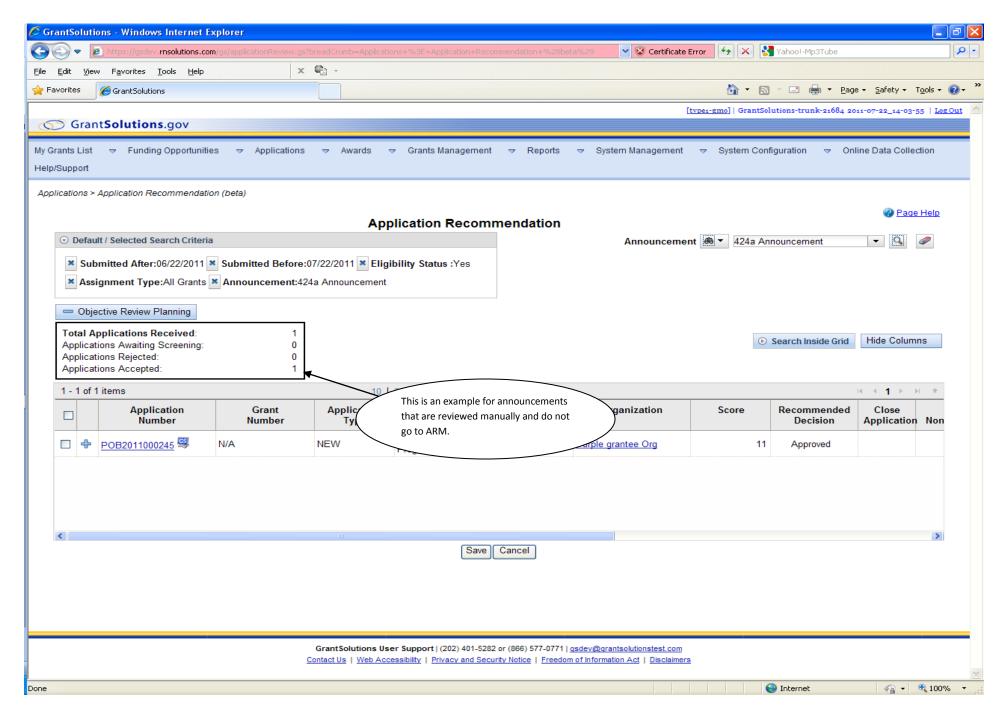
- Total Applications Received
- Applications Awaiting Screening
- Applications Rejected
- Applications Accepted
- Applications Sent to Review
- Applications Awaiting to be Sent to Review

All Grants Staff have the ability to send applications to Application Review Module.



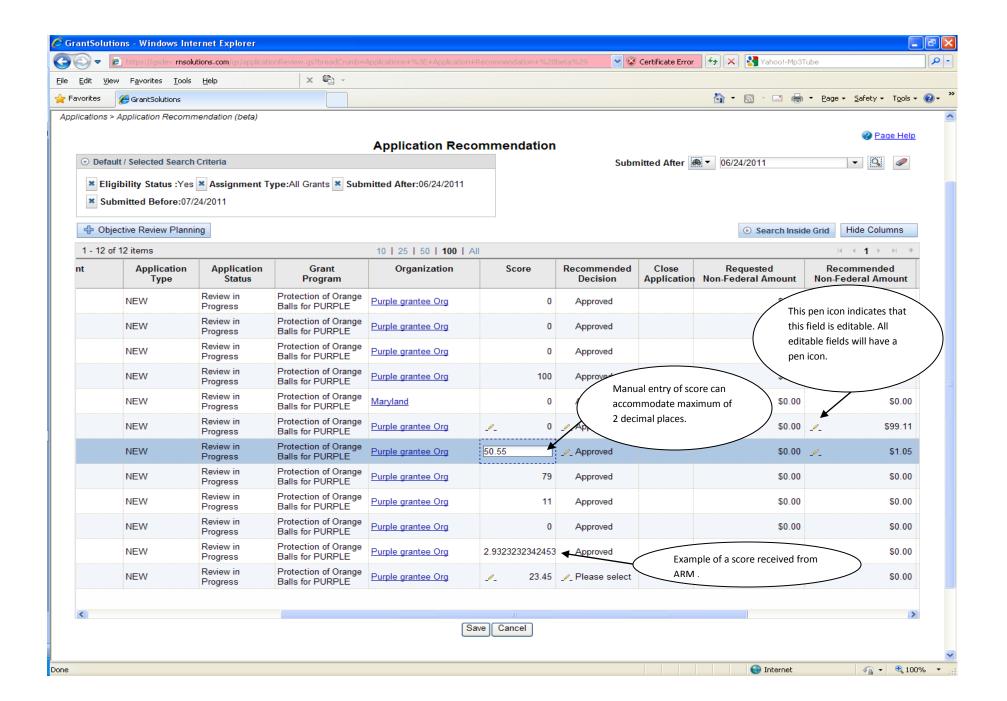






11. Score:

- a) If an Application belongs to an announcement that uses ARM, and Sent to Review flag = Yes:
 - Scores will be received from ARM and displayed in the score column.
 - Scores from ARM are usually double prceision and could have up to 16 decimal points.
- b) If an application belongs to an announcement that uses ARM, and Sent to Review flag = No:
 - The score field is enabled and user can enter score manually.
 - Manually-entered Scores will accommodate 2 decimal places.
 - If application is later sent to the review module, then any manual entries are overwritten by display of Review Module information, and field is locked.
- c) If application belongs to an announcement not using the review module, system displays a data entry box to enter the score
 - The score field is enabled and user can enter score manually.
 - Manually-entered ORC Scores will accommodate 2 decimal places.
 - Manual score can be entred by all Program staff and Grants staff except usera with PHO assignment.

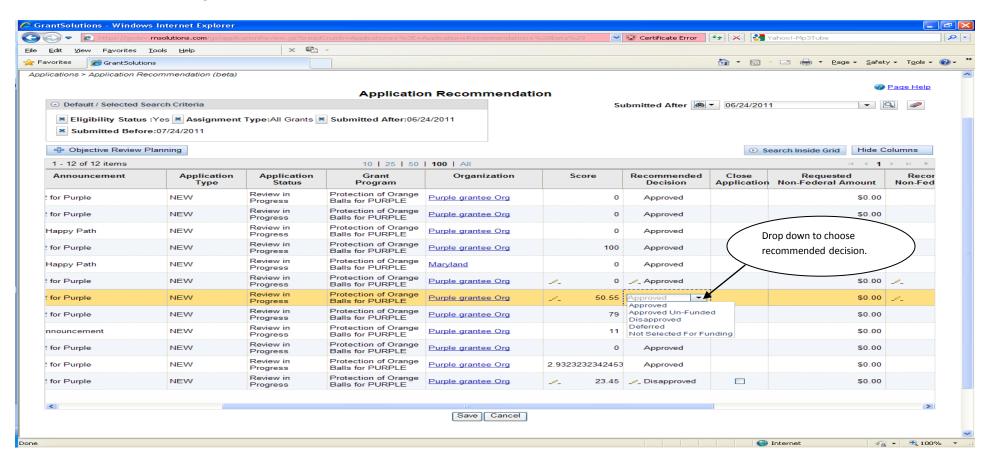


12. Recommended Decision

All Program Staff roles, except Program Support Staff (PSS), Financial Management Officer (FMO) and Program Budget Officer (PBO) have authority to select recommended decision. Anyone who does not have the ability to set the recommended decision may only view the decision.

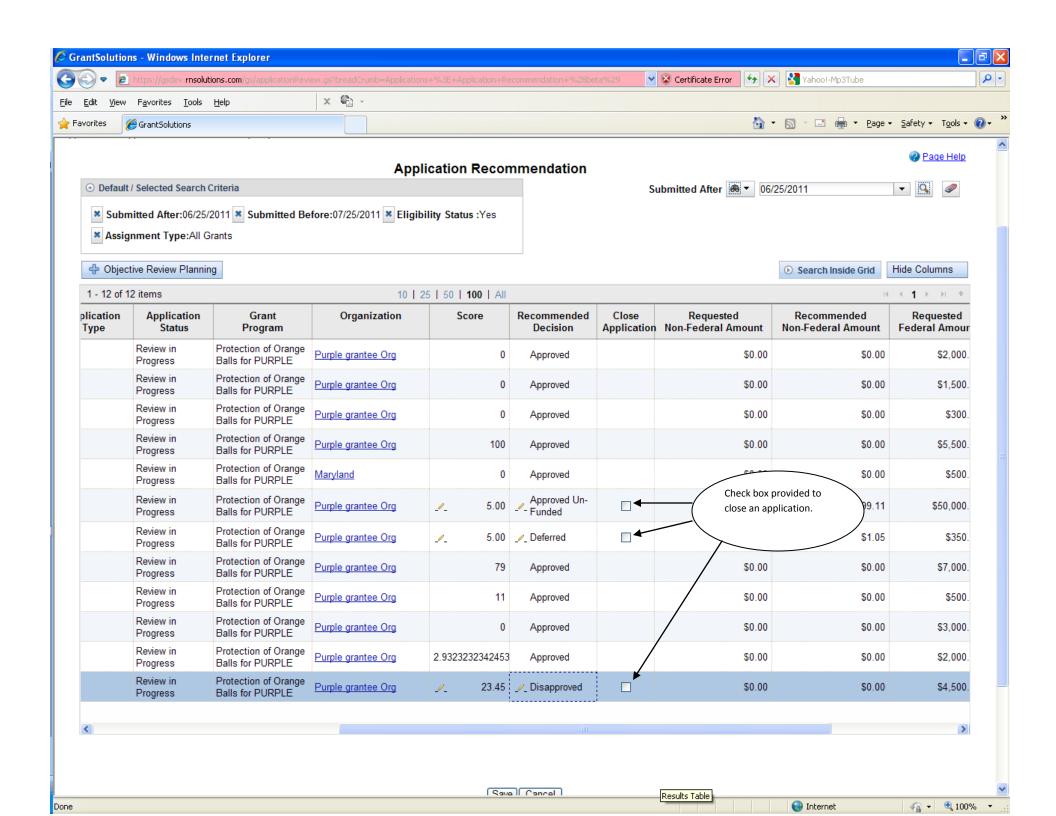
Recommended Decision can be one of the following:

- Approved
- · Approved Un-funded
- Deferred
- Disapproved
- Not Selected for Funding

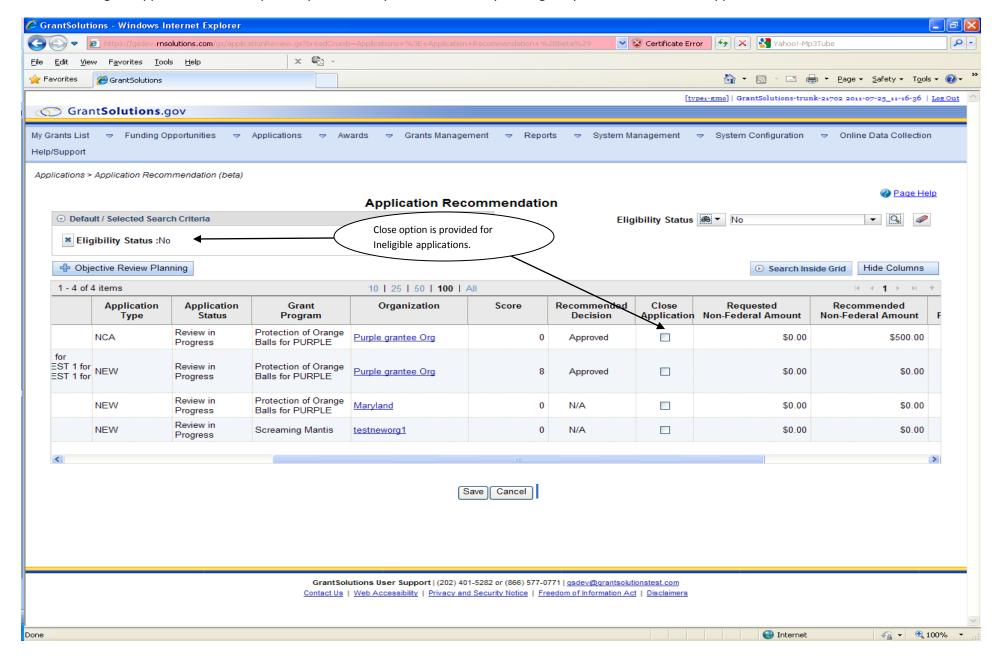


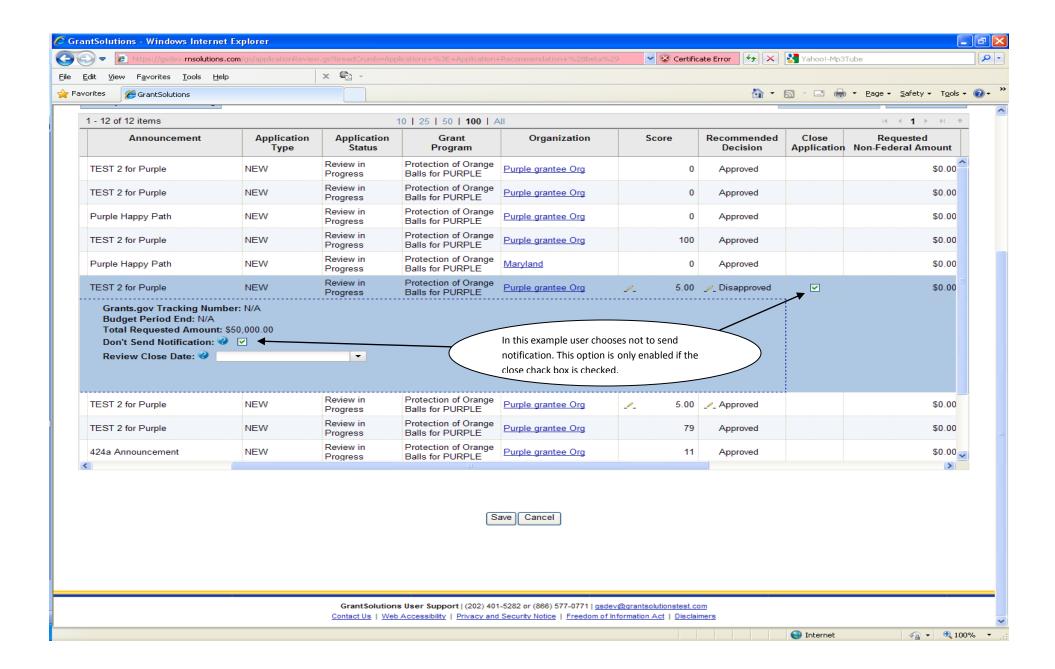
13. Close Application

- 1. Close check box for an application is only available if the recommended decision is one of the following.
 - o Approved Un-funded
 - Deferred
 - Disapproved
 - Not Selected for Funding
- 2. Only applications with recommended decision other than "Approved" can be closed.
- 3. Only Program Staff can close applications which have recommended decision other than "Approved".
- 4. Only Grant staff can close Ineligible applications.
- 5. Once closed, the application status is changed to Not Funded, and no further processing will be conducted. The application is officially closed as a not funded application.
- 6. An automatic notification is sent when an application is closed.
 - o Notification is sent to the Contact Person and Authorized Representative as identified on the application's SF-424.
- 7. An automatic notification can be avoided if the user chooses to not send notification.



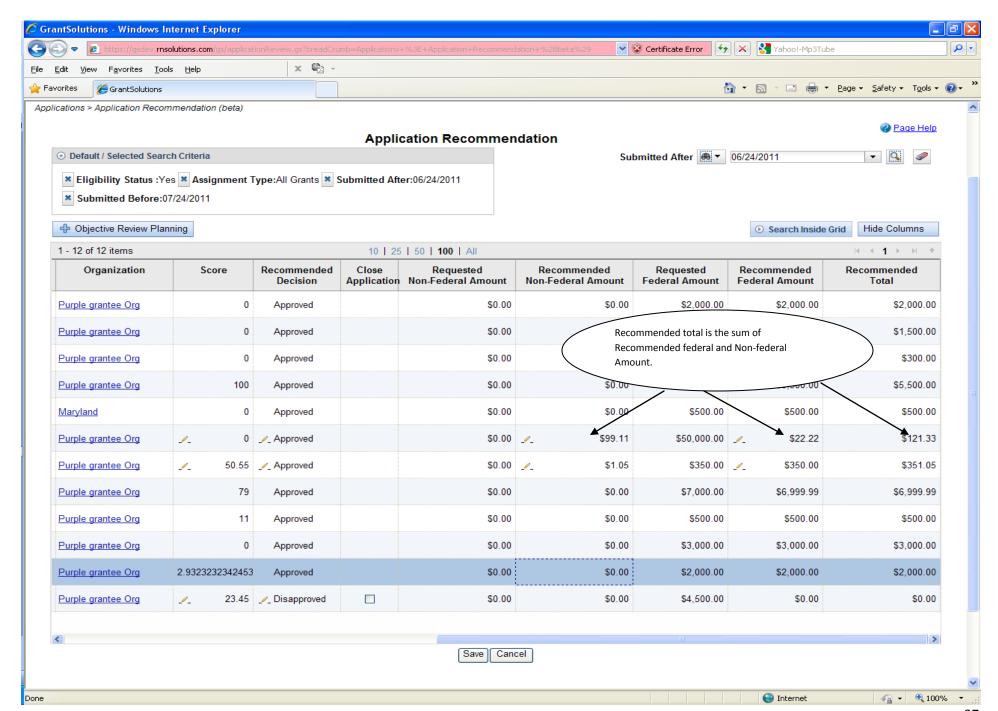
Note: For ineligible application "Close" option is provided only for GMO and only if ineligibility is confirmed for that application.





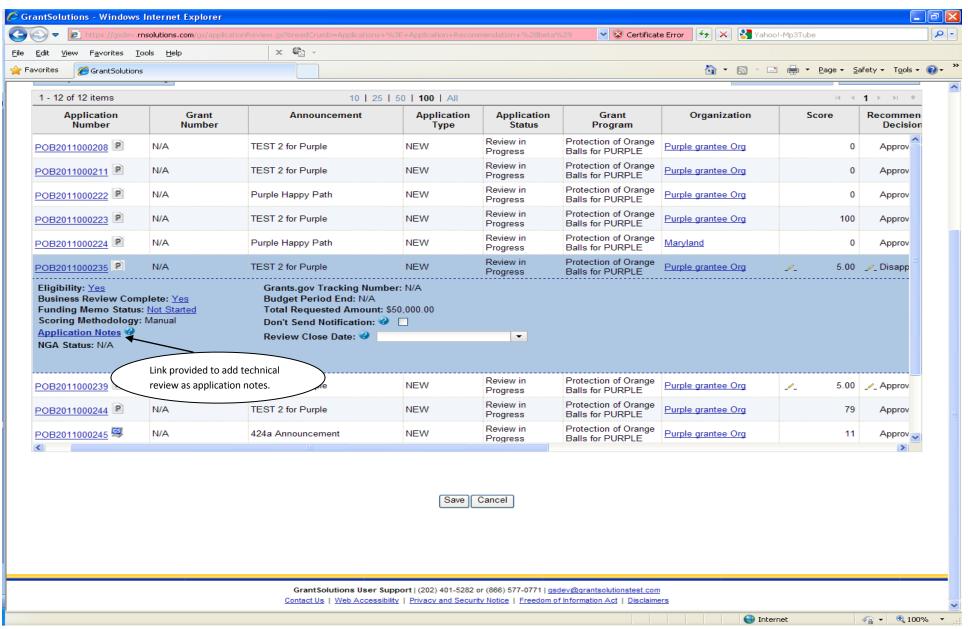
14. Federal recommended and Non-Federal recommended amount.

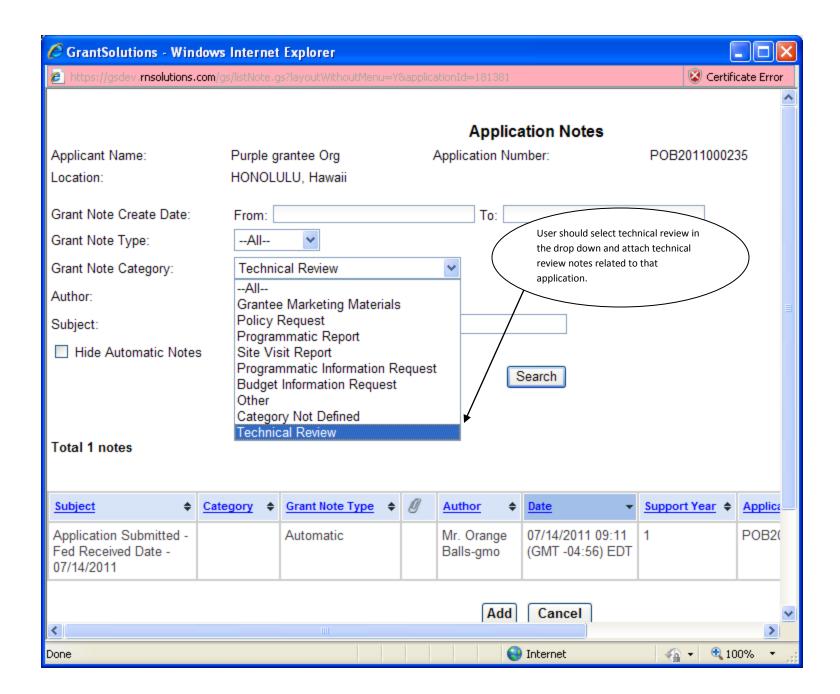
- 1) Federal Recommended and Non-Federal recommended amount can only be entered if the recommended decision is "Approved".
- 2) For all decisions other than Approved both Federal and Non- Federal recommended amount fields are disabled.
- 3) Only Program Staff can enter the Federal recommended and Non-Federal recommended funding amounts. All Program Staff roles, EXCEPT Program Support Staff (PSS), Financial Management Officer (FMO) and Program Budget Officer (PBO) are able to enter the amounts. Anyone who does not have the ability to enter the amounts may only view the amounts.
- 4) These amounts are used as defaults in the funding memo. Or if the funding memo is bypassed, these amounts are automatically used as the final approved amounts for the award.



15. Application Notes

All Program and Grants Staff may attach files to an application.





16. Row Selection and Save

- When user enters/edit any value in a row that row get automatically selected for save.
- Only the rows which have the check mark gets saved when the users click on"Save".
- Example: If user makes changes in 10 rows all the rows will get selected automatically, but the user can deselect certain rows if they don't want the changes made to the row be saved when they click on "Save".

